

SECTION 14.10 EMPLOYEE PERSONNEL FILES
Last Update: 10/11

The following is material that should be included in the personnel file of each employee in your department. Other documents may also be included according to individual department policy.

- Performance plans
- Performance evaluations
- Disciplinary correspondence
- Position Description Questionnaires
- Employee completed forms concerning benefits, etc.
- Documents concerning pay, special pay or pay corrections
- Application
- Offer of hire/transfer/promotion or other job class or position changes
- CDL or driver's license documentation, if required
- Tax withholding forms
- Proof of licensure or education, if required
- Notices of layoff, bumping, recall
- Military orders

In accordance with Iowa Code section 91B.1, an employee shall have access to and be permitted to obtain a copy of the employee's personnel file. An employee's access to a personnel file is subject to the following:

- The employer and employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the employer may be present.
- An employee shall not have access to background checks, applicant information or employment references written for the employee.
- An employer may charge a reasonable fee for each page of a copy made by the employer for an employee of an item in the employee's personnel file. The Code of Iowa defines reasonable fee as an amount equivalent to an amount charged per page for copies made by a commercial copying business.

When an employee transfers, promotes, or demotes from one state department to another state department, the personnel records shall be forwarded to the new department.